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DeKalb Development Services

# ePlans Applicant Guide



Version 3, Revised 3/20/2017

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## **Electronic Plan Review Applicant Guide for Building Permit Submittal, Review, and Approval**

### **Introduction to ePlans**

Electronic Plan Review (ePlans) is a new online system for reviewing and approving plans for development and construction projects in DeKalb County. ePlans will make DeKalb County's permitting operations more effective and efficient while saving applicants time and money.

### **Applicant Guide Overview**

The purpose of this guide is to provide Building Permit applicants a resource that shows applicants interested in utilizing Electronic Plan Review (ePlans) how the process and software system works. This guide applies exclusively to the process to obtain the following permit types:

#### **Building Permits**

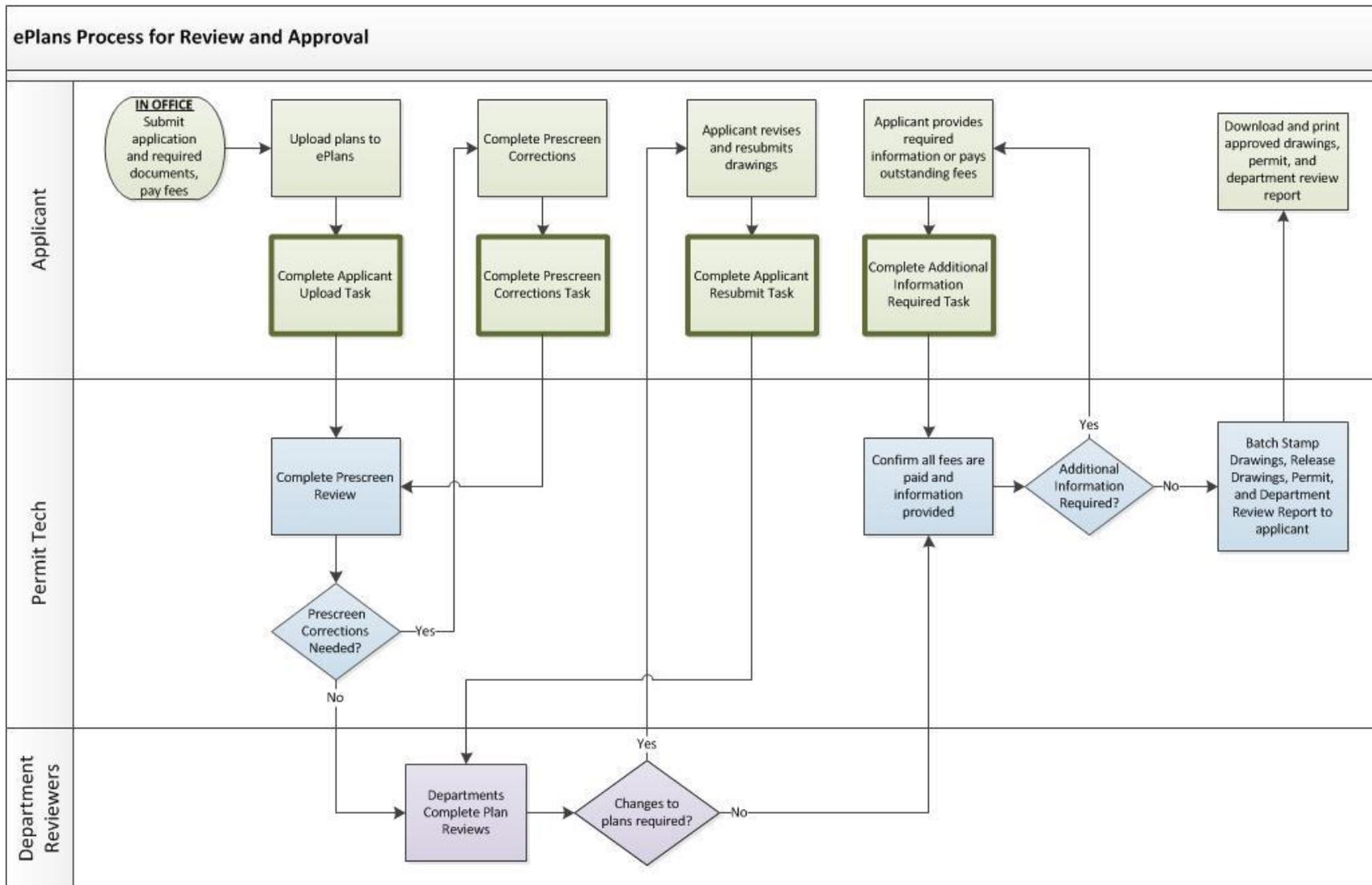
- Commercial demolition, new construction, additions, and alterations
- Commercial move in as is and change of tenant that require plans
- Residential demolition, new construction and additions
- Signs
- Fire alarms, sprinklers, and suppression systems

#### **Land Development Permits (effective February 14, 2017)**

- Land Development and Land Disturbance Permits
- Final Plats
- Revised Final Plats
- Lot combinations, divisions, and boundary line adjustments
- Stream Buffer Variances

**Planning Applications**

- Sketch Plats
- Rezoning
- Major or Minor Modifications
- Variances and Administrative Variances
- Historic Preservation Commission
- Zoning Board of Appeals



Each activity required of the applicant (i.e. uploading plans, paying fees) has an accompanying action (“task”) that must be completed in ePlans for the County to continue processing the application. For instance, after an applicant uploads plans into ePlans, the “Complete Applicant Upload Task” must be completed as well.

### Helpful Links and Contacts

- Want more information about ePlans? Go to [dekalbcountyga.gov/eplans](http://dekalbcountyga.gov/eplans)
- Need to log into ePlans? Go to <https://dekalb-ga-us.avolvecloud.com/ProjectDox/>
- Not sure what documents to submit to obtain your building permit? Go to the [Planning and Sustainability Website](#) to find all Development Services Forms. Review the Guides under Building Permits to find out more about the process and requirements for your permit.
- Have questions about ePlans? Read our [Frequently Asked Questions](#)
- Still have questions? Email us at [ePlans-info-buildings@dekalbcountyga.gov](mailto:ePlans-info-buildings@dekalbcountyga.gov)

### Tasks in ePlans

Whenever the applicant has to perform an activity, such as uploading plans, resubmitting plans, or providing additional information, the plan review process stops until the applicant completes what is called a “Task” in ePlans. The ePlans workflow moves forward when tasks are completed. Keep in mind as you read this guide and begin submitting plans electronically that any time you complete an action in ePlans, the plan review process will not move forward until you complete the “Task” associated with that action. For example, once you resubmit plans in ePlans, you must complete the Applicant Resubmit Task. **If you upload your plans, but forget to complete the Applicant Resubmit Task, the County will not receive the revised drawings and the plan review process will be on hold until the task is completed.**

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED
 Applicant Resubmit Task	924075	924075 - Building Plan Review Template - 9/29/2016 3:15:43 PM	Applicant	FirstInGroup	Pending	 Medium	10/28/2016 2:45:36 PM	10/9/2016 2:45:36 PM

1 - 1 of 1 records

### Application Submittal and Fee Payment

Before submitting plans electronically, applicants must pay all fees, submit a building permit application, and any supporting documentation required in the 2<sup>nd</sup> floor of the Clark

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Harrison Building at 330 West Ponce de Leon Avenue, Decatur, GA 30033. Make sure to let the Permit Tech know that you intend to submit your plans electronically. **Applicants must provide a valid email address to which all ePlans notifications will be sent.**

Applicants can pay their fees online for building permits if they have a valid contractor license and have registered with DeKalb County. Applicants will need to log in to the [Dynamic Portal](#) and enter their contractor license number. When using a general contractor license, remove the letter “A” from the license number. For example, if the license number is RBQA000000, then you would enter RBQ000000.

The County is working to expand its online portal to allow online application submittal and fee payment for all permits by June, 2017.

#### *Note on Fire Systems Permits:*

Applicants can use the [Dynamic Portal](#) to apply for Fire Systems Permits, including the following:

- Sprinkler Systems
- Hoods and Suppression Systems
- Fire Alarms

If you apply for a Fire Systems permit online and would like to submit your plans electronically, send an email to [ePlans-info-buildings@dekalbcountyga.gov](mailto:ePlans-info-buildings@dekalbcountyga.gov). Make sure to indicate that you applied online for a fire systems permit and that you would like to submit plans electronically; include your name, email address, and permit application number. You should receive an invitation email from ePlans within 24 hours.

### Getting Started with ePlans

#### a. Invitation Email

Once you have paid all fees and submitted a building permit application and all required supporting documentation, you will receive an email from [ePlans@dekalbcountyga.gov](mailto:ePlans@dekalbcountyga.gov) inviting you to join ePlans. This email will include a temporary password and a link to ePlans through the Project Access Link.

### **ePlans Project Invitation**

Hello WINSTON TUCKER:

Welcome to the [ePlans](#) electronic plan review system. This project invitation has been sent to you in response to your building permit application. A project has been created to allow you to electronically upload your drawings for plan review. To access your new project, follow the instructions below:

1. Click the [Project Access Link](#) below.
2. Enter your User Login and Temporary Password.
3. Click on the project link with your project number on the Projects page. If you do not see your project listed, click on the "All Projects" button.
4. Click on the "Drawings" folder.
5. Click the "Upload Files" button and follow the instructions to upload your drawings.
6. Your drawings have now been submitted for plan review.

**\*Only PDF files will be accepted.**  
**\*Each sheet in the plan set must be saved as a separate file.**  
**\*Each associated document (reports or other documentation) should be uploaded to the Documents folder as multipage files.**

User Login	<a href="mailto:eplanstestdekalb@gmail.com">eplanstestdekalb@gmail.com</a>
Temporary Password	AA9CF67
ePlans Project:	924075
ePlans Customer Service Email	<a href="#">Email</a>
<a href="#">ePlans Project Access Link</a>	

Contact [ePlans Customer Service](#) if you have questions regarding this project. Please do not reply to this email.

#### b. Logging into ePlans

To log into ePlans, either click on the link in the project invitation email you received, or go to <https://dekalb-ga-us.avolvecloud.com/ProjectDox/>. Once you arrive at the site, you will need to log in using your email address and the temporary password you received in the invitation email. If you have logged into ePlans previously, you will need to use the password you established when you first logged on. If you are logging on for the first time

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using Internet Explorer 11, you will need to click to Install ProjectDox Components (highlighted below in red) before logging on.



### c. Internet Settings

ePlans is compatible with Internet Explorer 11, Firefox 39.0, Chrome 44.0.2403.89 m, and Apple Safari 7.1 and 8.0. For all browsers, users will need to configure Pop-up blocker to allow **all** pop-ups from the ePlans site.

Internet Explorer 11 users will need to further configure their compatibility view settings to include ePlans, add ePlans as a trusted site, install ProjectDox Components (one-time only), and disable User Account Control. See instructions for these configurations in Appendix 1: Technical Help for Internet Explorer Users.

## ePlans Review Process

### 1. Applicant Upload

Once you have successfully logged into ePlans and configured your internet settings, your next step will be to upload your plans and complete the Applicant Upload Task.

#### a. Uploading Plans

The ePlans homepage is divided into two main parts: an Active Projects List on the top half of the page and a ProjectFlow Task list on the bottom half of the page. You will want to begin by clicking on the project number (highlighted below in red) for which you would like to upload plans.

Project	Options	Description	Owner	Status	Create date
923271		CONCH HEAVEN	Eplans.Dekalb	Applicant Upload	9/16/2016 10:11:31 AM

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If you do not see the project number, try clicking All Projects or Refresh buttons (highlighted in red below).

The screenshot shows the DeKalb County ePlans web application interface. At the top, there is a navigation bar with the DeKalb County logo and a search bar. Below the navigation bar, there is a section titled "Active Projects List" which displays a table of projects. The table has columns for Project, Options, Description, Owner, Status, and Create date. A single project is listed with the ID 923271, description "CONCH HEAVEN", and status "Applicant Upload". Above the table, there are buttons for "Recent Projects" and "All Projects", with the "All Projects" button highlighted in red. Below the table, there is a "ProjectFlow Task List" section with a "Refresh" button highlighted in red. The page footer indicates "Page 1 of 1 (1 items)".

Once you have clicked on the Project Number, click on the drawings folder (highlighted in red below).

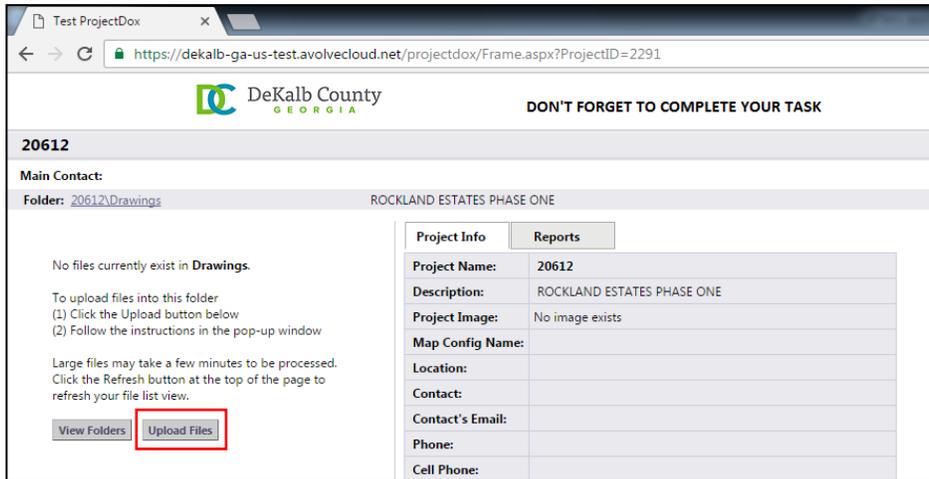
The screenshot shows the DeKalb County ePlans web application interface for project 923544. The project name is "HANCOCK HEIGHTS - LOT 29". The left-hand navigation pane shows a tree view of folders, with the "Drawings" folder highlighted in red. The main content area displays project information in a table format. The table has two tabs: "Project Info" and "Reports". The "Project Info" tab is active, showing the following details:

Field	Value
Project Name:	923544
Description:	HANCOCK HEIGHTS - LOT 29
Project Image:	No image exists
Map Config Name:	
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	<a href="#">Eplans Dekalb</a>
Owner's Email:	<a href="mailto:ePlans@dekalbcountyga.gov">ePlans@dekalbcountyga.gov</a>
Project Admins:	Administrator Temp,Preeti Schatzman,Rafael Santana,Hector Sanchez,Keedra Raines,Sandra Weaver,Winston Mangaroo,Dorna Sanders,Eplans Dekalb,Chris Hayward
Status:	Applicant Upload
Status Info:	
Project Start/End:	Start: 10/7/2016 4:21:39 PM   End: 4/7/2017 4:21:08 PM
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.mp4
Versioning:	Enabled for this project

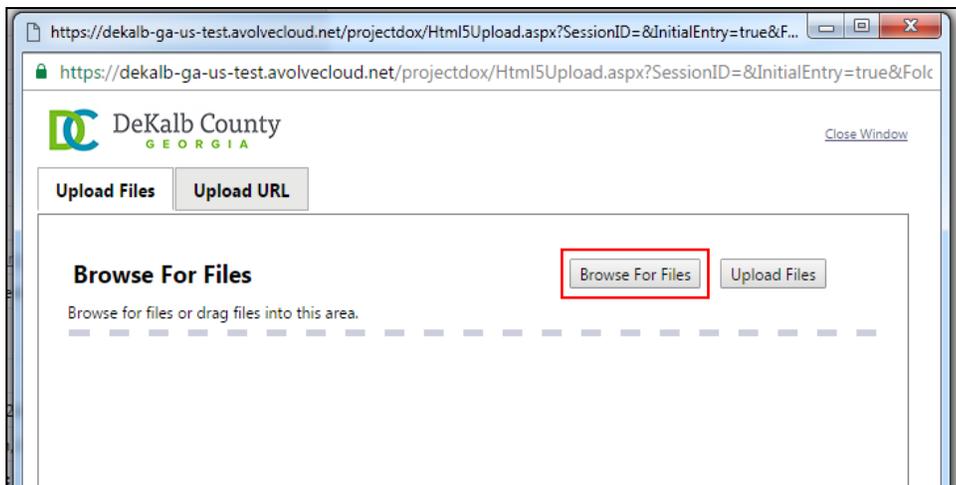
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Then click Upload Files.



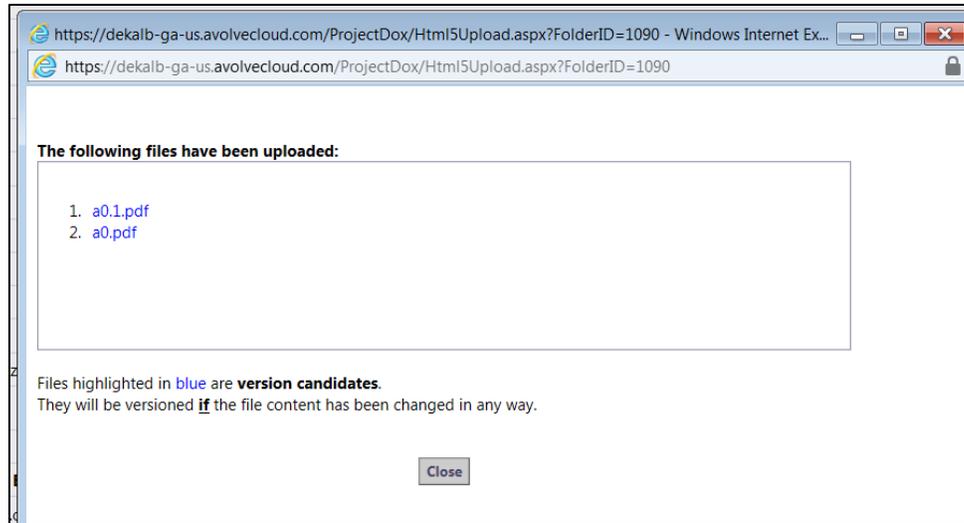
Next, click Browse for Files to find your drawings.



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Once the files have been uploaded, a popup box will appear that shows which files were uploaded and you will be able to see those files in your Drawings folder.



Next, go to the Documents folder and upload any supporting documentation, such as specifications, an Engineer's Letter, or other documents. The upload process works the same for documents as it does for plans.

### *File Requirements*

**It is critical that you follow DeKalb County guidelines when uploading plans and documents. Files that do not meet DeKalb County guidelines will not be accepted.**

- **PDF Files Only:** Only PDF files will be accepted for electronic plan review. PDFs converted from electronic files are preferable to scanned paper copies to facilitate a faster review process.
- **One File per Sheet:** Make sure to upload each sheet of your plan set as a separate file. It is critical that each sheet from the plan set be saved as a different file to enable ePlans to function properly. Any reports or other documents uploaded by the applicant to the drawings folder may be uploaded as multi-page PDFs.
- **Naming Convention:** Each file in the plan set should begin with the page number written as a three digit number. For example, if the file name is plumbing-8212016

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and it is the 24<sup>th</sup> page in the plan set, the file name should be saved as 024-plumbing-8212016.

- Leave Room for an Electronic Stamp:** Each page of the approved plan set will be stamped by the County to show that the drawings have been approved. To ensure there is space on your plans for the County's stamp, the customer must leave a clear space of 2.5" width x 4.5" height, offset 1" from the top and 3.5" from the right of the page. The offset allows space for the customer's title block. See picture below for example.

The diagram illustrates the required clear space for an electronic stamp on a drawing page. The stamp is 4.5" high and 2.5" wide, positioned 1.0" from the top and 3.5" from the right of the page. To the right of the stamp is a circular seal for the State of Georgia Registered Architect. Below the stamp is a 'PROJECT RESPONSIBILITY SCHEDULE' table with columns for RUC, RUC's THIRD PARTY VENDOR, UNIT DC, LANDLORD, RUC's WATER VENDOR, and COMMENTS.

	RUC	RUC'S THIRD PARTY VENDOR	UNIT DC	LANDLORD	RUC'S WATER VENDOR	COMMENTS

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### Note on Multifamily Projects for Building Permits:

For Townhomes and Apartment Complexes, one project will be created in ePlans for each building. Applicants should submit the plan set and supporting documentation associated with each building, as indicated in the Project Name.

#### b. Completing the Applicant Upload Task

ePlans is managed through the completion of tasks. Once you have uploaded all drawings and supporting documentation, accept the Applicant Upload Task. You can find your tasks in two different places in ePlans. If you go to the home page (also called the projects page), you will see all of your tasks at the bottom of the page under ProjectFlow Task List. To accept the task, click on the name of the task (highlighted in red below).

The screenshot displays the ePlans interface. At the top, there is a header for 'Active Projects List' with a search bar and navigation tabs for 'Recent Projects' and 'All Projects'. Below this is a table with columns: Project, Options, Description, Owner, Status, and Create date. A single project is listed: 924075, TEST PROJ D-ALT REST, Eplans DeKalb, Applicant Corrections, 9/29/2016 3:15:43 PM.

Below the projects list is the 'ProjectFlow Task List' section, which includes a 'Refresh' button and a table with columns: TASK, PROJECT, INSTANCE, GROUP, ASSIGNMENT TYPE, STATUS, PRIORITY, DUE DATE, and CREATED. A single task is listed: 'Applicant Resubmit Task' (highlighted in red), 924075, 924075 - Building Plan Review Template - 9/29/2016 3:15:43 PM, Applicant, FirstInGroup, Pending, Medium, 10/28/2016 2:45:36 PM, 10/9/2016 2:45:36 PM.

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Then click “ok” to accept the task.

The screenshot displays the 'Active Projects List' interface. At the top, it shows the user's name and email, along with tabs for 'Recent Projects' and 'All Projects'. A search bar is present with the text 'Press Enter To Search:'. Below this is a table with columns: Project, Options, Description, Owner, Status, and Create date. One project is listed: Project ID 924075, Description 'TEST PROJ D-ALT REST', Owner 'Eplans DeKalb', Status 'Applicant Corrections', and Create date '9/29/2016 3:15:43 PM'. A modal dialog box is centered on the screen with the text 'Do you want to accept this task?' and two buttons: 'OK' and 'Cancel'. Below the project list is a 'ProjectFlow Task List' section with a 'Refresh' button. It contains a table with columns: TASK, PROJECT, INSTANCE, GROUP, ASSIGNMENT TYPE, STATUS, PRIORITY, DUE DATE, and CREATED. One task is listed: 'Applicant Resubmit Task' for project 924075, instance '924075 - Building Plan Review Template - 9/29/2016 3:15:43 PM', group 'Applicant', assignment type 'FirstInGroup', status 'Pending', priority 'Medium', due date '10/28/2016 2:45:36 PM', and created date '10/9/2016 2:45:36 PM'. The bottom of the task list shows '1 - 1 of 1 records' and navigation buttons.

Project	Options	Description	Owner	Status	Create date
924075		TEST PROJ D-ALT REST	Eplans DeKalb	Applicant Corrections	9/29/2016 3:15:43 PM

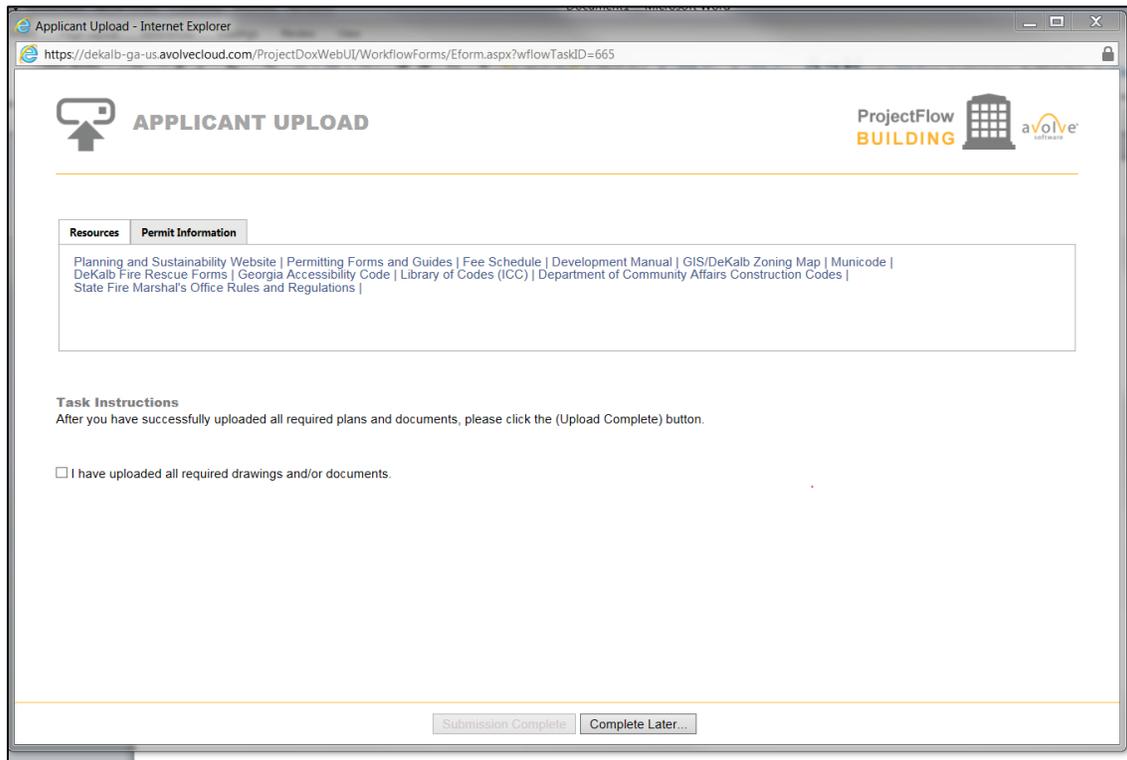
Do you want to accept this task?

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED
<a href="#">Applicant Resubmit Task</a>	924075	924075 - Building Plan Review Template - 9/29/2016 3:15:43 PM	Applicant	FirstInGroup	Pending	Medium	10/28/2016 2:45:36 PM	10/9/2016 2:45:36 PM

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Check the box affirming that you have uploaded all drawings and other documents, and complete the task. **DeKalb County staff will not receive your plans and your project will not move forward until you complete the Applicant Upload Task.**



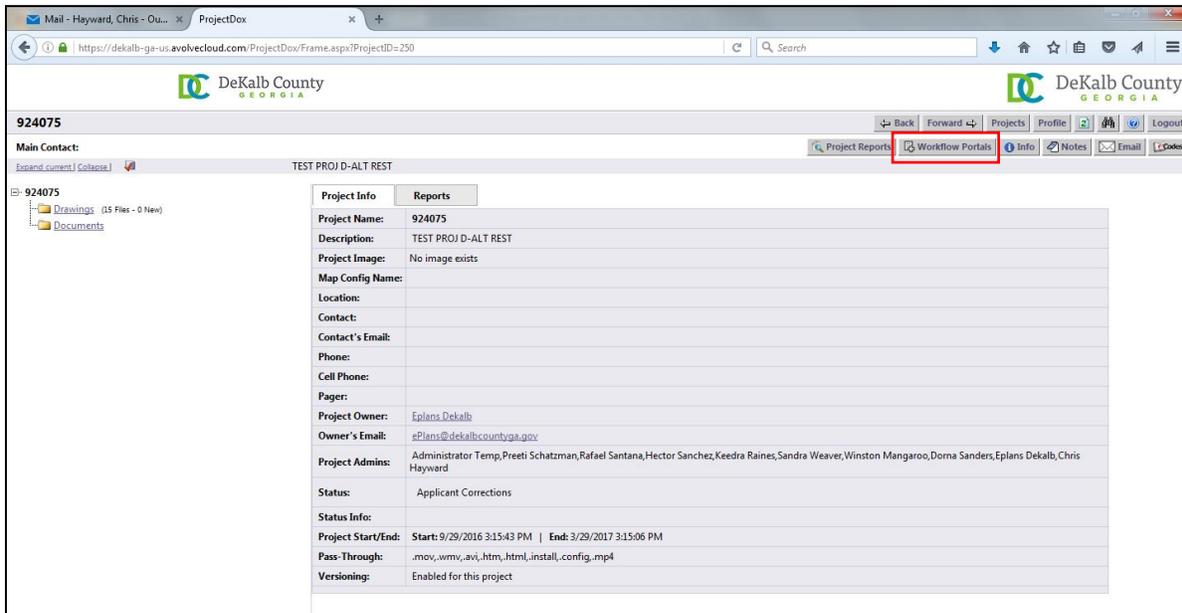
The screenshot shows a web browser window titled "Applicant Upload - Internet Explorer" with the URL <https://dekalb-ga-us.avolvecloud.com/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=665>. The page header includes the "ProjectFlow BUILDING" logo and the "avolve" logo. The main content area has two tabs: "Resources" and "Permit Information". Under "Resources", there is a list of links: "Planning and Sustainability Website | Permitting Forms and Guides | Fee Schedule | Development Manual | GIS/DeKalb Zoning Map | Municode | DeKalb Fire Rescue Forms | Georgia Accessibility Code | Library of Codes (ICC) | Department of Community Affairs Construction Codes | State Fire Marshal's Office Rules and Regulations |". Below this is a "Task Instructions" section with the text: "After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button." There is a checkbox labeled "I have uploaded all required drawings and/or documents." At the bottom of the form, there are two buttons: "Submission Complete" and "Complete Later..."

You can also locate your tasks for a specific project by selecting your project number on the home page or projects page.

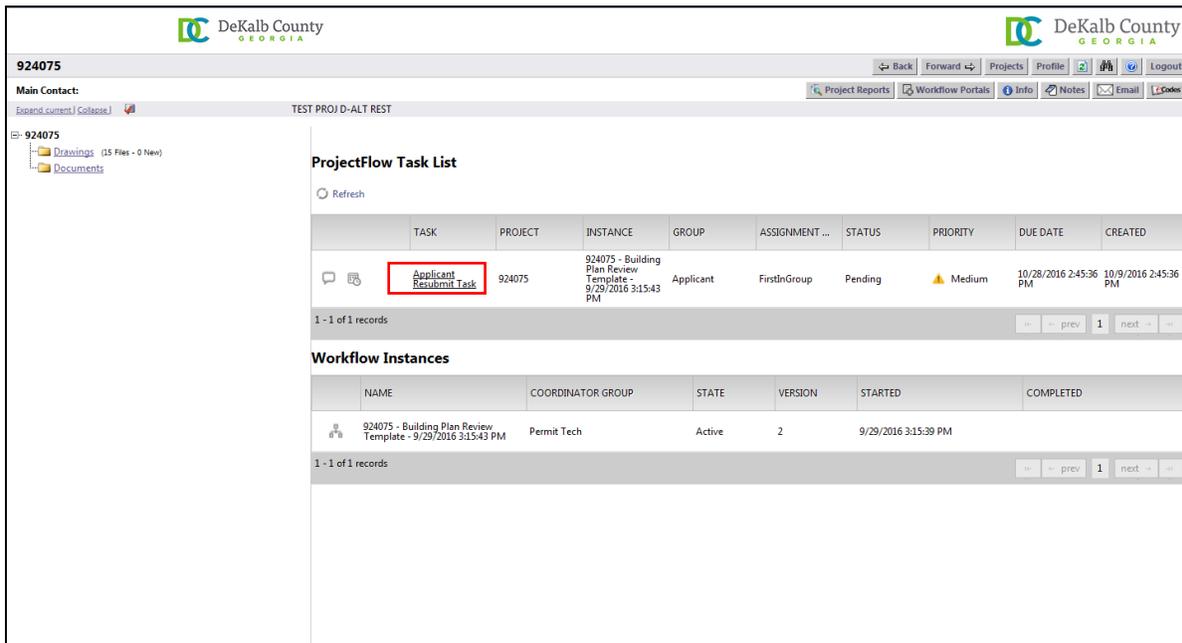
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Next, click the Workflow Portals button.

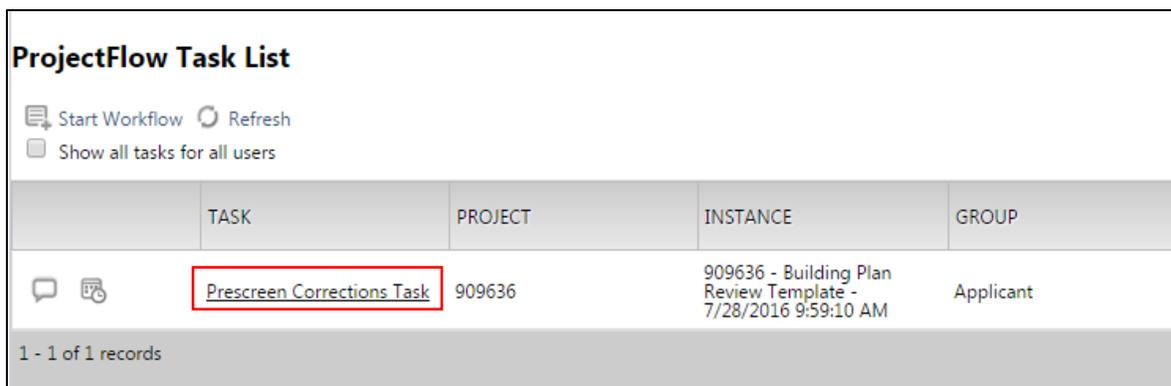


Your task will appear under the ProjectFlow Task List. Simply click the name of the task and click "ok" to accept it.



## 2. Prescreen Corrections

If the Permit Tech determines the applicant has not provided all necessary plans and supporting documentation, the applicant will receive an email informing them they have a Prescreen Corrections task in ePlans. Log in to ePlans and you will see the Prescreen Correction Task.



The screenshot shows the 'ProjectFlow Task List' interface. At the top, there are controls for 'Start Workflow', 'Refresh', and 'Show all tasks for all users'. Below this is a table with columns for 'TASK', 'PROJECT', 'INSTANCE', and 'GROUP'. A single row is visible, with the 'TASK' cell containing 'Prescreen Corrections Task' (highlighted with a red box), 'PROJECT' containing '909636', 'INSTANCE' containing '909636 - Building Plan Review Template - 7/28/2016 9:59:10 AM', and 'GROUP' containing 'Applicant'. At the bottom left of the table, it says '1 - 1 of 1 records'.

TASK	PROJECT	INSTANCE	GROUP
Prescreen Corrections Task	909636	909636 - Building Plan Review Template - 7/28/2016 9:59:10 AM	Applicant

Begin by clicking on the task and accepting it. The task will include comments that must be addressed by the applicant.

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**Task Instructions**  
After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

[Click Here for Prescreen Checklist \(0\)](#)

**Applicant Comments**

**Reviewer Comments**  
Please upload site plan.

Reviewer Comments Last updated: 10/14/2016 10:55:01 AM  
 I have uploaded all corrected drawings and/or documents.

[Corrections Complete](#) [Close](#)

There may also be checklist items selected that you will need to review and correct. To see the checklist items, begin by accepting the task. You will see a button labeled, “Click Here for Prescreen Checklist,” followed by a number in parentheses. If the number is greater than zero, you have one or more checklist items provided by the Permit Tech or Engineering Review Officer. If the number is zero, then there are no checklist items. In the picture below, the applicant has two checklist items to review.

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**Task Instructions**  
After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

[Click Here for Prescreen Checklist \(2\)](#)

**Applicant Comments**

**Reviewer Comments**  
See checklist items.

Reviewer Comments Last updated: 10/16/2016 2:20:06 PM

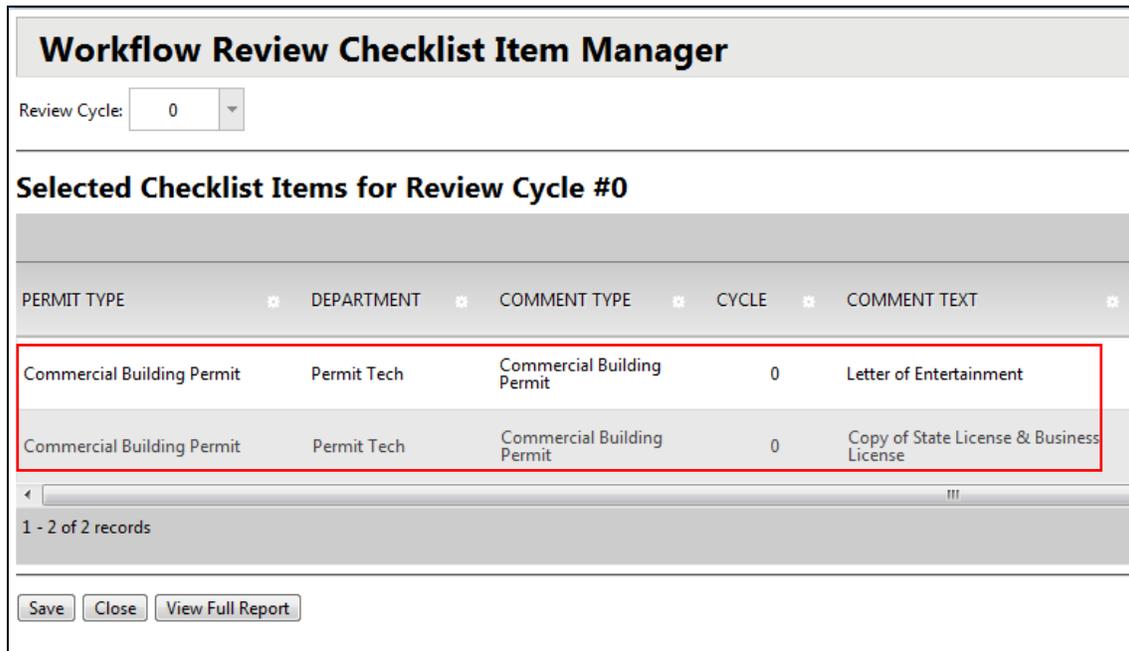
I have uploaded all corrected drawings and/or documents.

[Corrections Complete](#) [Close](#)

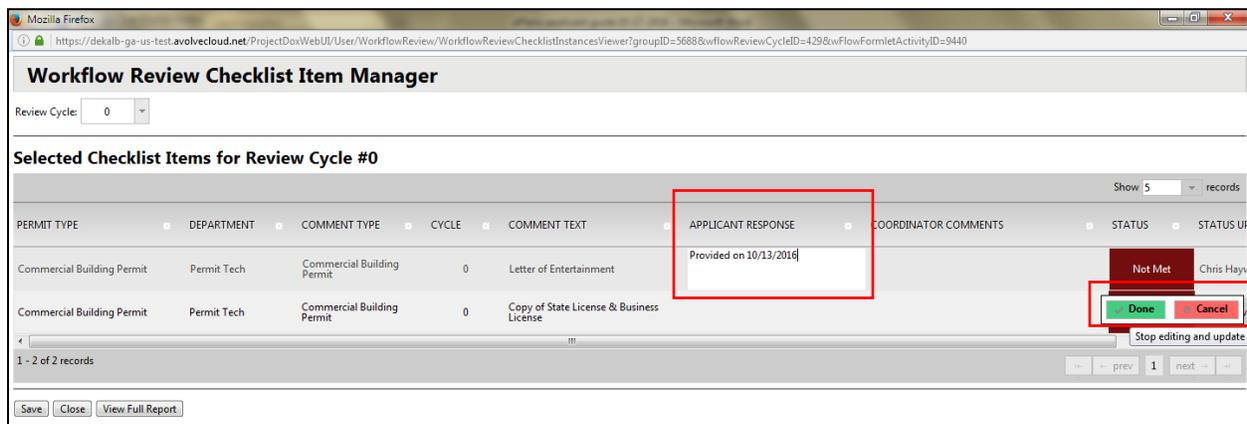
To access the checklist items, simply click on the button labeled “Click Here for Prescreen Checklist. A new window will open that displays all checklist items. In the example below, the two checklist items selected indicate that the applicant needs to provide a Letter of Entertainment and General Contractor information.

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You may double-click on a comment to provide a response to any specific checklist item. In the picture below, the applicant has entered the comment “Provided on 10/13/2016.” Once you have entered the comment, simply click “done.”



Once you have finished entering checklist comments, click the save button and close the window.

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### Workflow Review Checklist Item Manager

Review Cycle: 0

#### Selected Checklist Items for Review Cycle #0

PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE
Commercial Building Permit	Permit Tech	Commercial Building Permit	0	Letter of Entertainment	Provided on 10/13/2016
Commercial Building Permit	Permit Tech	Commercial Building Permit	0	Copy of State License & Business License	

1 - 2 of 2 records

Once you have addressed all comments and checklist items, check the box stating you have uploaded all corrected drawings and/or documents, and click the Corrections Complete button.

#### Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

#### Applicant Comments

#### Reviewer Comments

Please upload site plan.

Reviewer Comments Last updated: 10/14/2016 10:55:01 AM

I have uploaded all corrected drawings and/or documents.

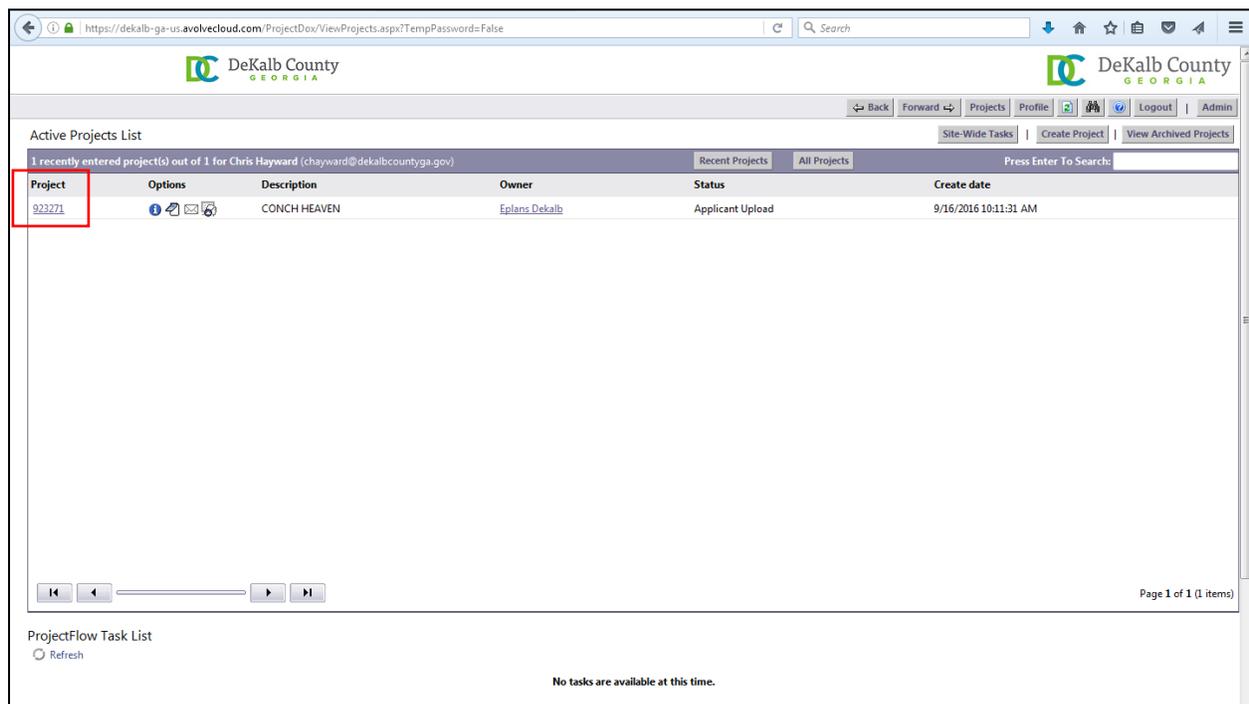
Once the task is complete, the Permit Tech will perform another Prescreen Review to determine if all deficiencies have been corrected.

### 3. Department Reviews

All County departments will review the project simultaneously. To check the status of reviews at any time, go to the Department Review Status Report that shows which reviews have been completed.

#### How to Check Plan Review Status

To access the Department Review Status Report, simply click on your project number (highlighted below in red) under the Active Projects List on the homepage.



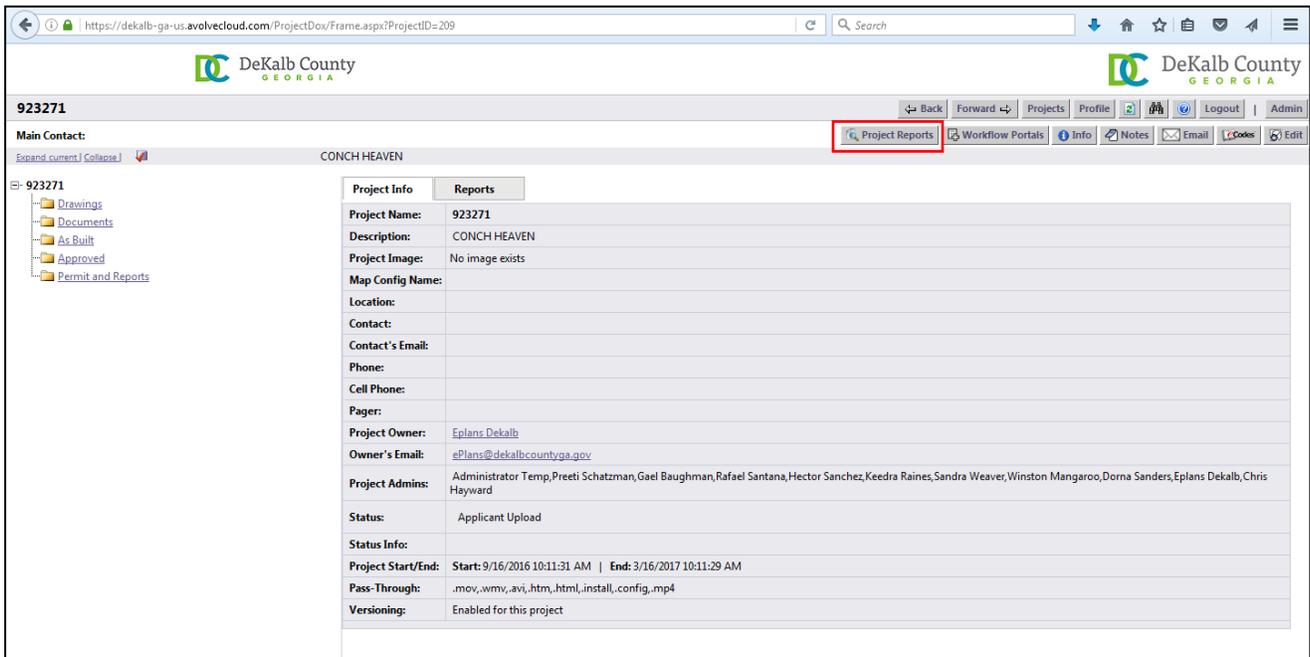
The screenshot shows the DeKalb County ePlans interface. At the top, there is a navigation bar with the DeKalb County logo and user information. Below this is the "Active Projects List" section. A table displays project information, with the first row highlighted in red. The table has columns for Project, Options, Description, Owner, Status, and Create date. Below the table, there are navigation controls and a "ProjectFlow Task List" section which is currently empty.

Project	Options	Description	Owner	Status	Create date
922271		CONCH HEAVEN	Eplans DeKalb	Applicant Upload	9/16/2016 10:11:31 AM

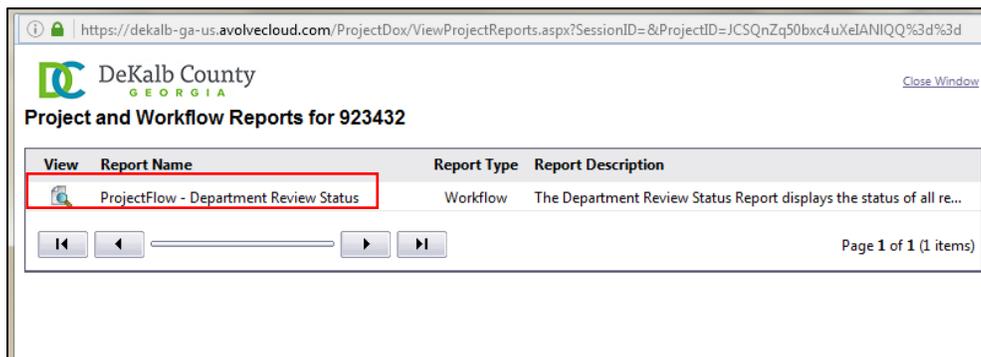
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Next, click on the Project Reports button (highlighted below) in the top right corner of the screen.



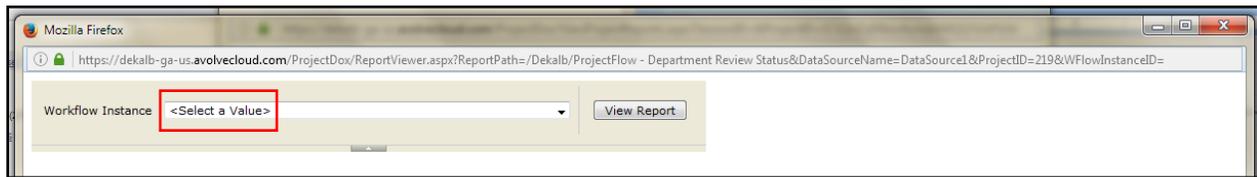
Once you click Project Reports, a new pop-up window will appear. The report is named ProjectFlow – Department Review Status. You will need to click on the magnifying glass to the left of the report name (highlighted below in red).



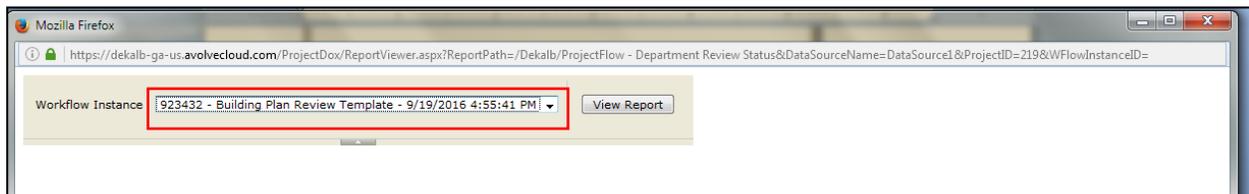
After you click on the magnifying glass, another popup window will appear. You will see a dropdown that says "Select a Value."

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You will need to click need to click “Building Plan Review Template,” and then View Report.



After clicking view report, you will see several columns and rows of information. Each cycle shown represents a different review cycle performed by the County. Cycle 1 shows the reviews completed after the applicant’s first submittal. Cycle 2 shows all reviews completed after the first resubmittal, and so forth. The report shows what reviews have been completed, who completed the review, and any comments that were provided by the reviewer. Click on the plus sign to the left of each review cycle number (highlighted in red below) to view all information available regarding those reviews.

Workflow Instance: 909749 - Building Plan Review Template - 9/2/2016 4:08:09 PM

1 of 1

Find | Next

### ProjectDox®

#### Department Review Status Report

**Project Name:** 909749

**Workflow Started:** 09/02/2016 4:08 PM

**Report Generated:** 10/01/2016 02:25 PM

Cycle	Department	Reviewer	Email	Status	Reviewer Comments
+ 1	COMMERCIAL STRUCTURAL PLANS	Gael Baughman	gbaughman@avolvesoftware.com		
	FIRE STRUCTURAL PLANS	Keedra Raines	kraines@dekalbcountyga.gov		
	SITE PLAN	Preeti Schatzman	pschatzman@avolvesoftware.com		
	DEV ZONING REVIEW	Winston Mangaroo	wamangar@dekalbcountyga.gov		
+ 2					
+ 3					

## 4. Applicant Resubmit

# ePlans Building Permit Applicant Guide

## DeKalb Development Services

Once all department reviews are completed, correction to applicant drawings may be required. If corrections are required, the applicant will receive an email notification that plans have been reviewed, deficiencies have been found, and the plans must be corrected and resubmitted.

You will receive an email with an Applicant Resubmit Task Assignment and an invitation to log in.

Click the Login to ePlans button.



**Applicant Resubmit Task Assignment**

---

**Attention Sandra:**

Your plans for Project: **924075** have been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ePlans site.

When corrected plans and or documents are ready for re-submittal, please, [login to ePlans](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and or documents:

- Only sheets from the plan set with required corrections should be resubmitted.
- All corrections must be uploaded using the same file names as the original submittal.
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by the County.
- Please make corrections within 180 days of this notice to avoid your Permit Application from expiring.

ePlans Project:	924075
Task:	<b>Applicant Resubmit</b>
<a href="#">Project Access</a>	<a href="#">Login to ePlans</a>

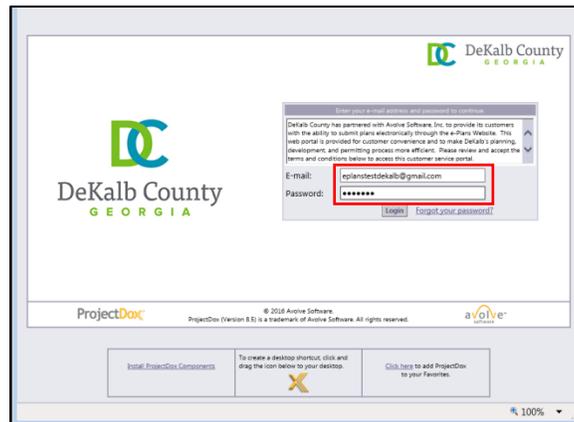
If you do not have access to the specified folder, please contact [ePlans Customer Service](#).

**Please do not reply to this email.**

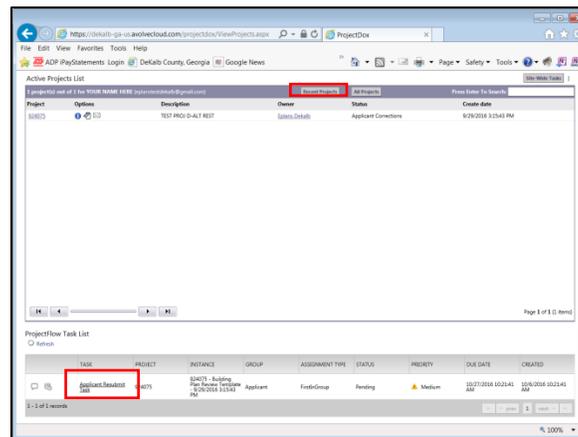
Enter your username and password and click Login.

# ePlans Building Permit Applicant Guide

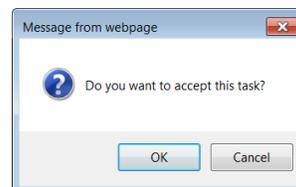
## DeKalb Development Services



Click on the Applicant Resubmit Task, make sure to click All Projects if you do not see your project listed.



You will be prompted to accept the task. Click OK.



There are three review comment areas to be addressed: Changemark Items, Checklist Items, and Reviewer Comments.

Click View Changemark Items.

# ePlans Building Permit Applicant Guide

## DeKalb Development Services

Applicant Resubmit - Windows Internet Explorer provided by DeKalb County  
 https://dekalb-ga-us.avolvecloud.com/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=730

**APPLICANT RESUBMIT** ProjectFlow BUILDING avolve

**Resources** **Permit Information**

Planning and Sustainability Website | Permitting Forms and Guides | Fee Schedule | Development Manual | GIS/DeKalb Zoning Map | Municode | DeKalb Fire Rescue Forms | Georgia Accessibility Code | Library of Codes (ICC) | Department of Community Affairs Construction Codes | State Fire Marshal's Office Rules and Regulations |

**Task Instructions**  
 After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

**View Changemark Items (2)** **View/Edit Checklist Items (2)**

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
COMMERCIAL STRUCTURAL PLANS 2	Sandra Weaver szweaver@dekalbcountyga.gov	Failed	Please revise and resubmit.	
FATS OILS GREASE REVIEW	Bernard Bethea brbethea@dekalbcountyga.gov	Waived		
FIRE STRUCTURAL PLANS	Sandra Weaver szweaver@dekalbcountyga.gov	Failed	Please comply with comments and resubmit.	
PLANNING LAND USE REVIEW	Chris Hayward chayward@dekalbcountyga.gov	Approved		
DEV ZONING REVIEW	Chris Hayward chayward@dekalbcountyga.gov	Approved		

**Task Instructions**

I have reviewed and addressed, including responses where appropriate, all correction items accessed by clicking on the "Correction Items" button above.

I have reviewed and addressed, including responses where appropriate, all changemark items accessed by clicking on the "Changemark Items" button above.

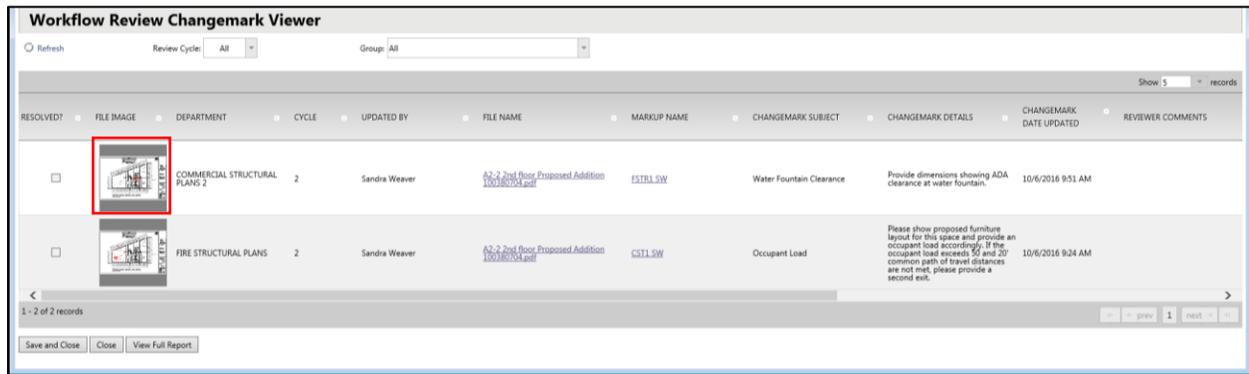
I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

**Resubmit Complete** **Close eForm**

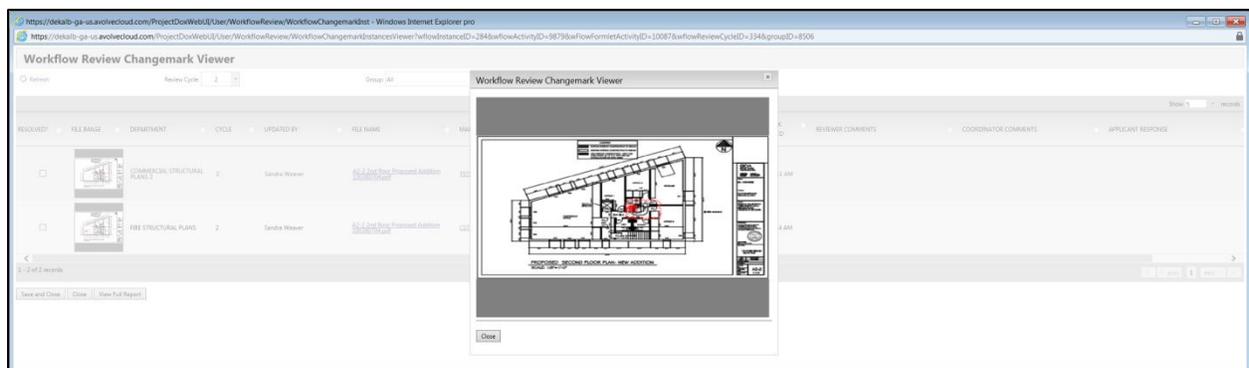
# ePlans Building Permit Applicant Guide

## DeKalb Development Services

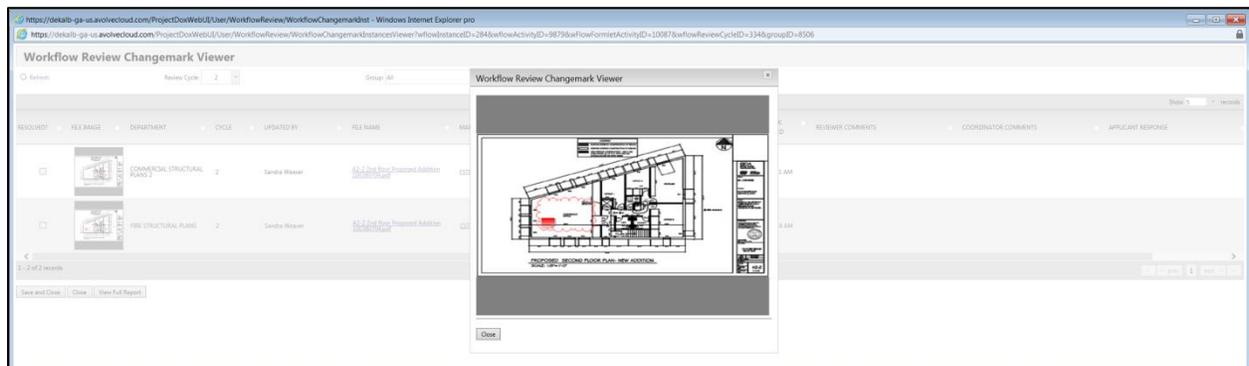
When you click View Changemark Items, the screen will list the File Image, Reviewer Department, Review Cycle, Reviewer, File/Sheet Name, Type of Markup, and Comment Details. Click on the icon under file image to view area of comment.



You will be directed to the sheet in question and zoom in to view the area of comment.



Click on next icon under file image and follow the same steps until you have reviewed all the changemarks.



# ePlans Building Permit Applicant Guide

## DeKalb Development Services

When reviewing changemarks, use the legend below to determine which department provided each comment on the plans.

<b>Changemark Legend for Building Permits</b>		
Changemark Color	Changemark Name Prefix	Review Group
Pink	GIS	GIS DEPT REVIEW IS REQUIRED
Brown	HLTH	HEALTH DEPARTMENT REVIEW
Brown	LAYD	LAYOUT DESIGN, COUPLINGS, ETC
Brown	SANI	SANITATION REVIEW IS REQUIRED
Dark Blue	ROAD	ROADS_DRAINAGE REVIEW IS REQ
Dark Blue	ROAD	TRAFFIC OR RIGHT OF WAY REVIEW
Green	LAND	ENVIRONMENTAL REVIEW
Green	LAND	PLANS REVIEW
Green	LAND	SITE PLAN
Green	LAND	WATER QUALITY SYSTEM DESIGN
Green	TREE	D-ENV_TREE_ONSITE_REVIEW
Green	TREE	TREE SAVE AND EROSION CONTROLS
Light Blue	WM	FATS OILS GREASE REVIEW
Light Blue	WM	WATER AND SEWER REVIEW IS REQ.
Light Blue	WM	WATERSHED BACKFLOW REVIEW
Light Blue	WM	WATERSHED FIRELINE REVIEW
Orange	TECH	Permit Tech
Purple	HIST	HISTORIC DISTRICT REVIEW
Purple	LUSE	PLANNING LAND USE REVIEW
Purple	ZONE	DEV OVERLAY DISTRICT REVIEW
Purple	ZONE	DEV ZONING REVIEW
Red	STRU	COMMERCIAL STRUCTURAL PLANS
Red	STRU	COMMERCIAL STRUCTURAL PLANS 1
Red	STRU	COMMERCIAL STRUCTURAL PLANS 2
Red	FIRE	CLEAN AGENT FIRE SUPPRESSION
Red	FIRE	FIRE ALARM PLAN
Red	FIRE	FIRE MARSHAL CELL TOWER REVIEW
Red	FIRE	FIRE MARSHALL LOW VOLTAGE
Red	FIRE	FIRE SITE PLAN
Red	FIRE	FIRE SPRINKLER SYSTEM
Red	FIRE	FIRE STRUCTURAL PLANS
Red	FIRE	FIRE SUPPRESION VENT HOOD PLAN
Red	FIRE	PROJECT FIRE SITE REVIEW
<b>Changemark Legend for Land Development Permits</b>		

# ePlans Building Permit Applicant Guide

## DeKalb Development Services

<b>(Land Development Permits, Final Plats, Lot Combinations)</b>		
Changemark Color	Changemark Name Prefix	Review Group
Red	BLDG	Building Official
Green	TREE	D-ENV_TREE_ONSITE_REVIEW
Green	LAND	DEV DIRECTOR OF DEVELOPMENT
Purple	ZONE	DEV OVERLAY DISTRICT REVIEW
Purple	ZONE	DEV ZONING REVIEW
Green	LAND	Engineering Review Officer
Green	LAND	ENVIRONMENTAL REVIEW
Green	TREE	ENVIRONMENTAL TREE REVIEW
Light Blue	WM	FATS OILS GREASE REVIEW
Green	LAND	FINAL PLAT RECORD REVIEW APPRV
Red	FIRE	FIRE STRUCTURAL PLANS
Pink	GIS	GIS DEPT REVIEW IS REQUIRED
Brown	HLTH	HEALTH DEPARTMENT REVIEW
Purple	HIST	HISTORIC DISTRICT REVIEW
Green	LAND	LAND ZONING REVIEW
Green	LAND	LAND-DEV-ENVIRONMENTAL STREAM
Green	LAND	LAND-DEV-ENVIRONMENTAL TREE
Brown	LAYD	LAYOUT DESIGN COUPLINGS ETC
Green	TREE	LD TREE SAVE_EROSION CONTROL
Purple	PLAN	PLANNING CURRENT DIVISION
Purple	PLAN	PLANNING DIRECTOR REVIEW
Purple	PLAN	PLANNING SUBDIVISION REVIEW
Green	LAND	PLANS REVIEW
Dark Blue	PD	POLICE DEPARTMENT REVIEW
Red	STRU	PRE-CONSTRUCTION REVIEW
Red	FIRE	PROJECT FIRE SITE REVIEW
Red	FIRE	PROJECT FIRELINE REVIEW
Light Blue	WM	PUB WKS LIFT STATN_FORCE MAIN
Light Blue	WM	RETAINING WALL REVIEW
Dark Blue	ROAD	ROADS_DRAINAGE REVIEW IS REQ
Brown	SANI	SANITATION REVIEW IS REQUIRED
Dark Blue	ROAD	TRAFFIC ENGINEERING STREET LT
Dark Blue	TRAN	TRANSPORTATION REVIEW IS REQ
Light Blue	WM	WATER AND SEWER REVIEW IS REQ
Light Blue	WM	WATERSHED BACKFLOW REVIEW
Light Blue	WM	WATERSHED FIRELINE REVIEW

# ePlans Building Permit Applicant Guide

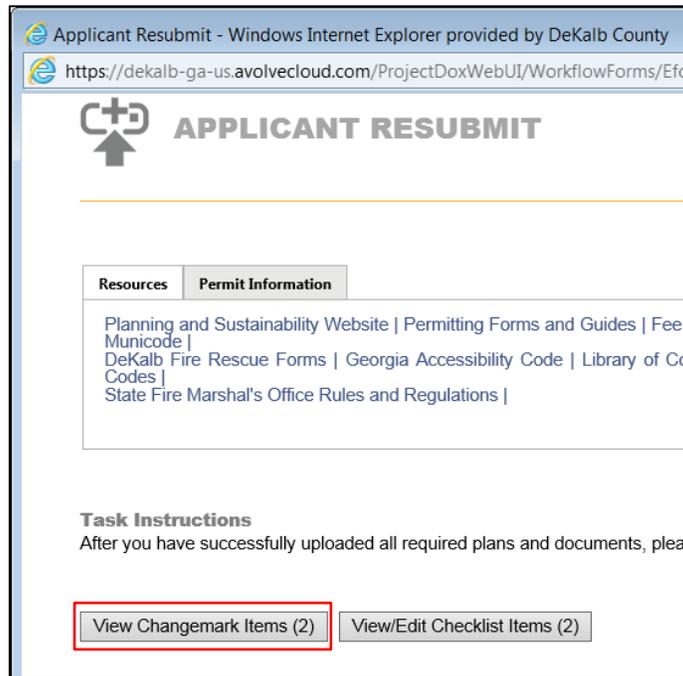
## DeKalb Development Services

<b>Changemark Legend for Review Groups for Planning Applications (Rezoning, Sketch Plats, Final Plats, Variances, etc.)</b>		
Changemark Color	Changemark Name Prefix	Review Group
Brown	EDU	COUNTY BOARD OF EDUCATION
Green	TREE	D-ENV_TREE_ONSITE_REVIEW
Green	LAND	DEV DIRECTOR OF DEVELOPMENT
Green	LAND	DEVELOPMENT DEPT REVIEW IS REQ
Green	LAND	DEVELOPMENT LAND DIVISION
Red	FIRE	FIRE AND RESCUE SERVICES
Pink	GIS	GIS DEPT REVIEW IS REQUIRED
Brown	HLTH	HEALTH DEPARTMENT REVIEW
Purple	HP	HP REVIEW IS REQUIRED
Green	LAND	LAND-DEV-ENVIRONMENTAL STREAM
Green	LAND	LAND-DEV-ENVIRONMENTAL TREE
Brown	PARK	PARKS AND REC GREENSPACE
Brown	PARK	PARKS AND RECREATION REVIEW
Purple	PLAN	PLAN HP REVIEW IS REQUIRED
Purple	PLAN	PLANNER
Purple	PLAN	PLANNING CURRENT DIVISION
Purple	PMGR	PLANNING DEPT MANAGER
Purple	PLAN	PLANNING DIRECTOR REVIEW
Purple	PLAN	PLANNING HISTORIC PRESERVATION
Purple	PLAN	PLANNING SUBDIVISION REVIEW
Purple	PLAN	PLANNING ZONING DIVISION
Brown	PW	PUBLIC WORKS REVIEW IS REQ
Dark Blue	ROAD	ROADS & DRAINAGE REVIEW IS REQ
Brown	SANI	SANITATION REVIEW IS REQUIRED
Brown	SWM	STORM WATER MANAGEMENT REVIEW
Dark Blue	ROAD	TRAFFIC ENGINEERING REVIEW
Light Blue	WM	WATER LINE

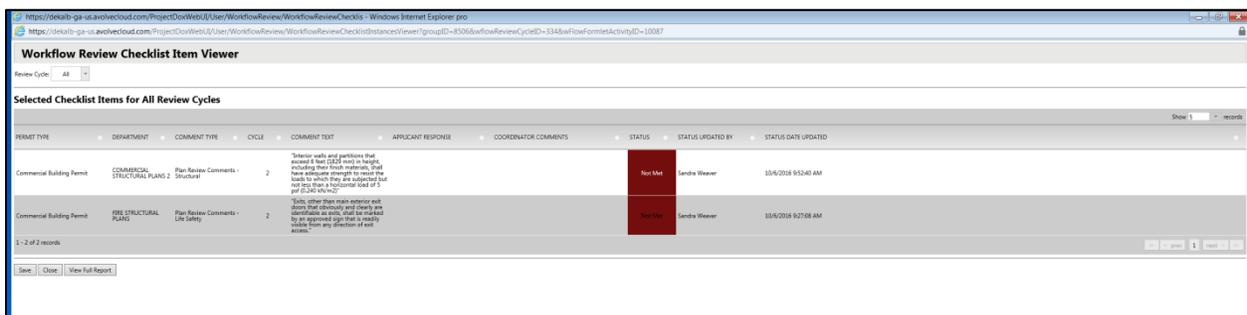
# ePlans Building Permit Applicant Guide

## DeKalb Development Services

Next, click on the View/Edit Checklist Items button.



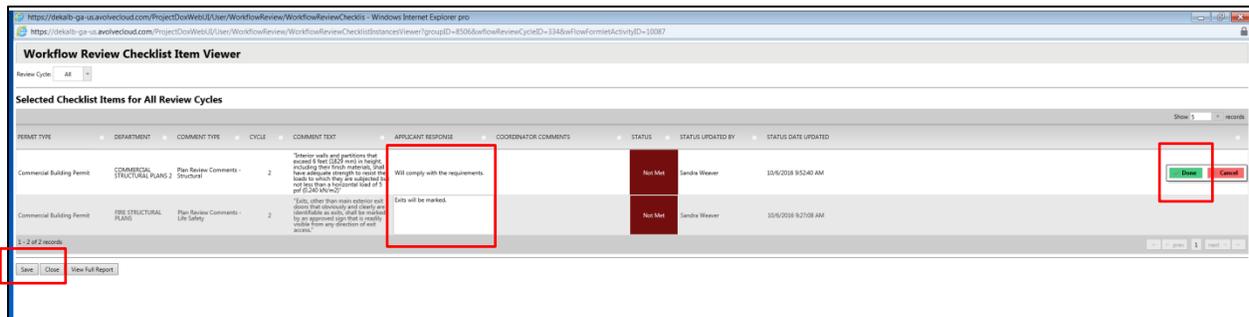
A Workflow checklist item viewer will allow you to view the comments, the department, and the comment text.



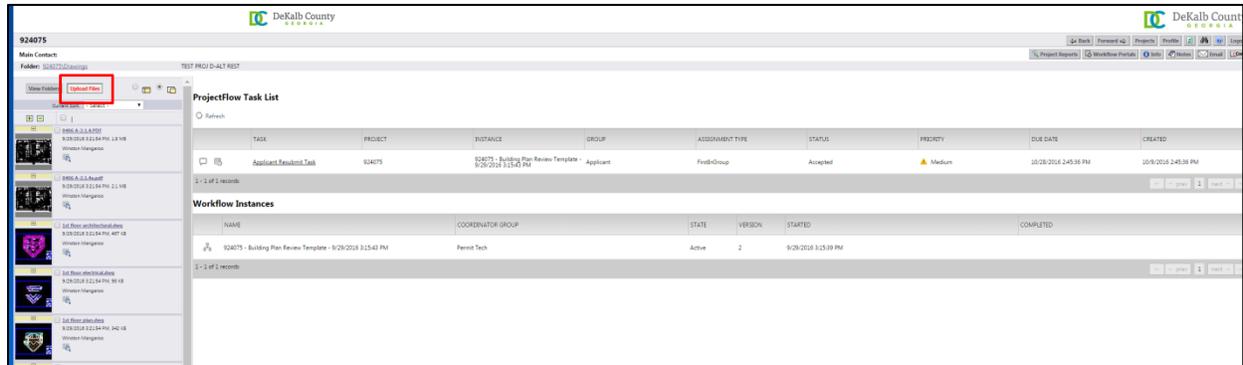
Click on Applicant Response column to provide a response for each comment, then click Done (green button) and Save and Close.

# ePlans Building Permit Applicant Guide

## DeKalb Development Services

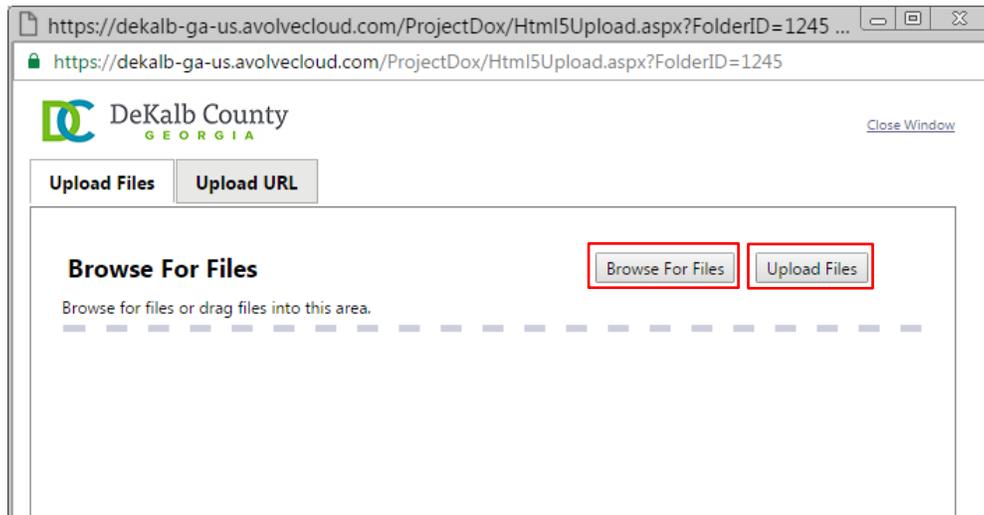


After you have revised the plans consistent with department requests, log into ePlans, select your project number, select the drawings folder, and upload only the revised plan sheets. **Revised plan sheets must be saved using the exact same name as the original sheets.** For example, if sheet 24, the Plumbing Plan, was originally saved as 024-plumbing-8212016, the revised sheet must be saved as 024-plumbing-8212016. This enables ePlans to automatically create a Version 2 of the sheet, allowing staff to open only the sheets that have been modified by the applicant for review after resubmittal.

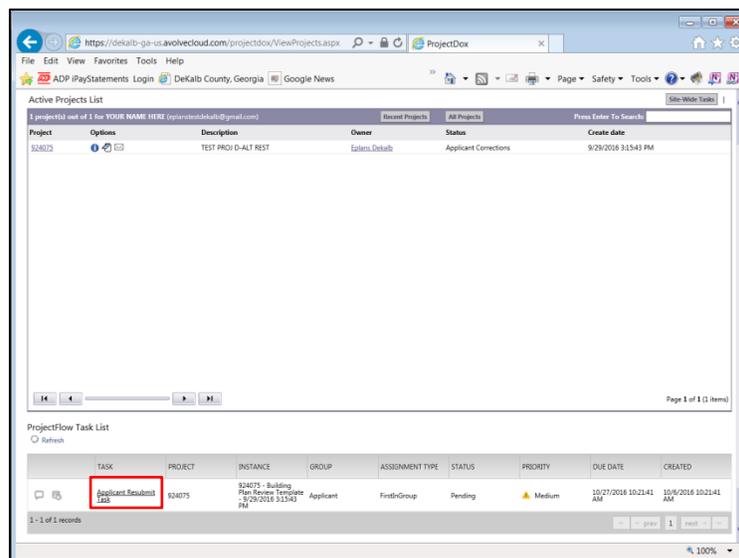


# ePlans Building Permit Applicant Guide

## DeKalb Development Services



Once you have uploaded your revised drawings, you must complete the Applicant Resubmit Task. Click on the Applicant Resubmit Task.



Provide Applicant Comments, place checkmarks on the three task instructions checkboxes then click Resubmit Complete.

# ePlans Building Permit Applicant Guide

## DeKalb Development Services

Applicant Resubmit - Windows Internet Explorer provided by DeKalb County  
 https://dekalb-ga-us.avolvecloud.com/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=730

**Resources** **Permit Information**

Planning and Sustainability Website | Permitting Forms and Guides | Fee Schedule | Development Manual | GIS/DeKalb Zoning Map | Municode | DeKalb Fire Rescue Forms | Georgia Accessibility Code | Library of Codes (ICC) | Department of Community Affairs Construction Codes | State Fire Marshal's Office Rules and Regulations |

**Task Instructions**  
 After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

View Changemark Items (2) View/Edit Checklist Items (2)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
COMMERCIAL STRUCTURAL PLANS 2	Sandra Weaver szweaver@dekalbcountyga.gov	Failed	Please revise and resubmit.	Will comply and resubmit
FATS OILS GREASE REVIEW	Bernard Bethea brbethea@dekalbcountyga.gov	Waived		
FIRE STRUCTURAL PLANS	Sandra Weaver szweaver@dekalbcountyga.gov	Failed	Please comply with comments and resubmit.	Will comply and resubmit
PLANNING LAND USE REVIEW	Chris Hayward chayward@dekalbcountyga.gov	Approved		
DEV ZONING REVIEW	Chris Hayward chayward@dekalbcountyga.gov	Approved		

**Task Instructions**

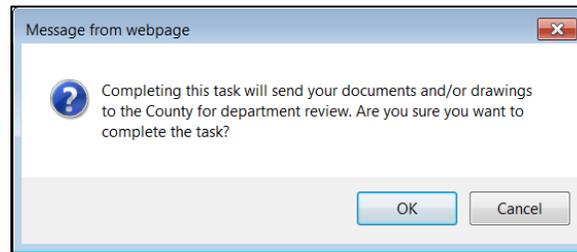
- I have reviewed and addressed, including responses where appropriate, all correction items accessed by clicking on the "Correction Items" button above.
- I have reviewed and addressed, including responses where appropriate, all changemark items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Resubmit Complete Close eForm

You will be prompted with the following message.

# ePlans Building Permit Applicant Guide

## DeKalb Development Services

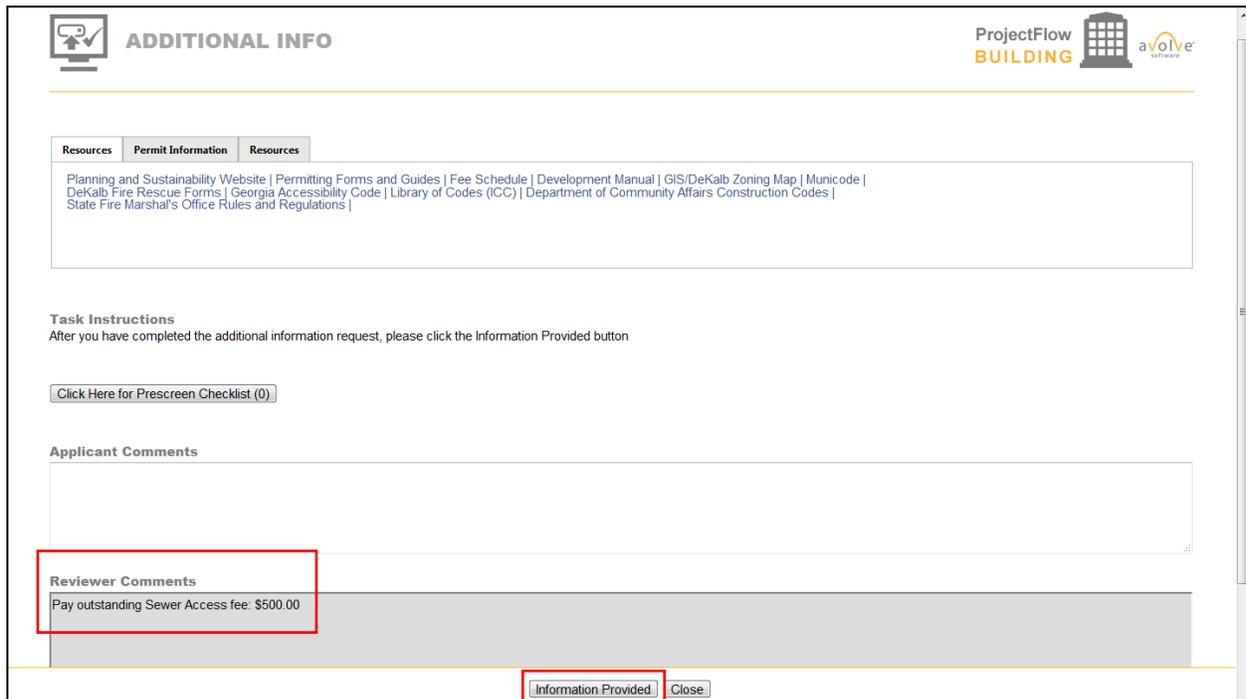


Click OK and Close eForm.

**If you do not complete the Applicant Resubmit Task, the County will not receive your revised drawings and the project will not move forward.**

### 5. Additional Info Required

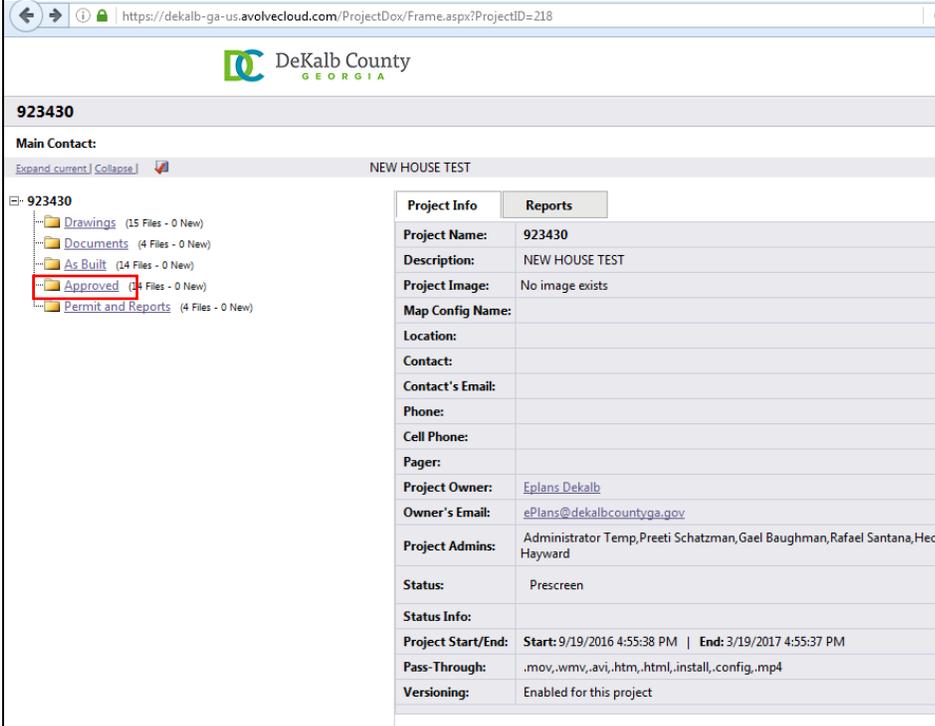
If the Permit Tech determines that additional fees, documentation, or other information is required before the permit can be issued, the applicant will receive an email alert that a task must be completed in ePlans. When you log into ePlans and accept the task, you can see the comments provided by the Permit Tech. Once you have addressed the comments provided, simply click the “Information Provided” button to complete the task.



## 6. Downloading Approved Plans, Permit, and Department Review Report

### a. Approved Plans

Once all reviews have been approved, all outstanding fees have been paid, and any additional required information has been provided, you will receive an email stating that your approved drawings are available for download. To download your final approved, stamped drawings, log into ePlans and click on the project number on the home page. Then, click on the “Approved” folder (highlighted in red below).



The screenshot shows a web browser window with the URL <https://dekalb-ga-us.avolvecloud.com/ProjectDox/Frame.aspx?ProjectID=218>. The page header features the DeKalb County Georgia logo. Below the header, the project ID **923430** is displayed. The main contact information is for **NEW HOUSE TEST**. The left-hand navigation pane shows a tree view of folders: **Drawings** (25 Files - 0 New), **Documents** (4 Files - 0 New), **As Built** (14 Files - 0 New), **Approved** (4 Files - 0 New), and **Permit and Reports** (4 Files - 0 New). The **Approved** folder is highlighted with a red box. The right-hand pane displays project information:

Project Info	Reports
<b>Project Name:</b>	923430
<b>Description:</b>	NEW HOUSE TEST
<b>Project Image:</b>	No image exists
<b>Map Config Name:</b>	
<b>Location:</b>	
<b>Contact:</b>	
<b>Contact's Email:</b>	
<b>Phone:</b>	
<b>Cell Phone:</b>	
<b>Pager:</b>	
<b>Project Owner:</b>	<a href="#">Eplans Dekalb</a>
<b>Owner's Email:</b>	<a href="mailto:ePlans@dekalbcountyga.gov">ePlans@dekalbcountyga.gov</a>
<b>Project Admins:</b>	Administrator Temp, Preeti Schatzman, Gael Baughman, Rafael Santana, Hec Hayward
<b>Status:</b>	Prescreen
<b>Status Info:</b>	
<b>Project Start/End:</b>	Start: 9/19/2016 4:55:38 PM   End: 3/19/2017 4:55:37 PM
<b>Pass-Through:</b>	.mov, .wmv, .avi, .htm, .html, .install, .config, .mp4
<b>Versioning:</b>	Enabled for this project

# ePlans Building Permit Applicant Guide

## DeKalb Development Services

If you would like to download all files in the approved plan set, first click the checkbox above all the files on the left side of the page. When you check the box above all the files (highlighted in red below), the box next to each individual file will become checked. If you would prefer to download only certain approved sheets, click the check box next to only those files you would like to download instead.

**DeKalb County GEORGIA** **DON'T FORGET TO COMPLETE YOUR TASK**

**909694**

**Main Contact:**  
**Folder:** [909694\Approved](#) TEST - D-NEW OFF

**View Folders**

Current Sort: - Select -

Project Info	Reports
<b>Project Name:</b>	909694
<b>Description:</b>	TEST - D-NEW OFF
<b>Project Image:</b>	No image exists
<b>Map Config Name:</b>	
<b>Location:</b>	
<b>Contact:</b>	
<b>Contact's Email:</b>	
<b>Phone:</b>	
<b>Cell Phone:</b>	
<b>Pager:</b>	
<b>Project Owner:</b>	<a href="#">Rafael Santana</a>
<b>Owner's Email:</b>	<a href="mailto:rsantana@avolvesoftware.com">rsantana@avolvesoftware.com</a>
<b>Project Admins:</b>	Administrator Temp,Gael Baughman,Preeti Schatz Weaver

**File List:**

- A-100.pdf V2**  
8/24/2016 10:12:22 AM, 11 MB  
Chris Hayward
- A-101.pdf V2**  
8/24/2016 10:12:22 AM, 672 KB  
Chris Hayward

# ePlans Building Permit Applicant Guide

## DeKalb Development Services

Next, click the rectangular button to the right of the checkbox you just checked (highlighted below in red) to download all checked files.

The screenshot displays the DeKalb County ePlans interface. At the top left is the DeKalb County Georgia logo. To the right, a notification reads "DON'T FORGET TO COMPLETE YOUR TASK". Below this, the project ID "909694" is shown. The "Main Contact" is listed as "Folder: 909694\Approved" and "TEST - D-NEW OFF".

The interface is divided into two main sections. On the left is a file browser with a "View Folders" button and a "Current Sort: - Select -" dropdown. A list of files is shown, with two files checked: "A-100.pdf V2" (1.1 MB) and "A-101.pdf V2" (672 KB). A red box highlights a download icon (a rectangle with a downward arrow) next to the first checked file. On the right is a "Project Info" and "Reports" tabbed area. The "Project Info" tab is active, displaying the following details:

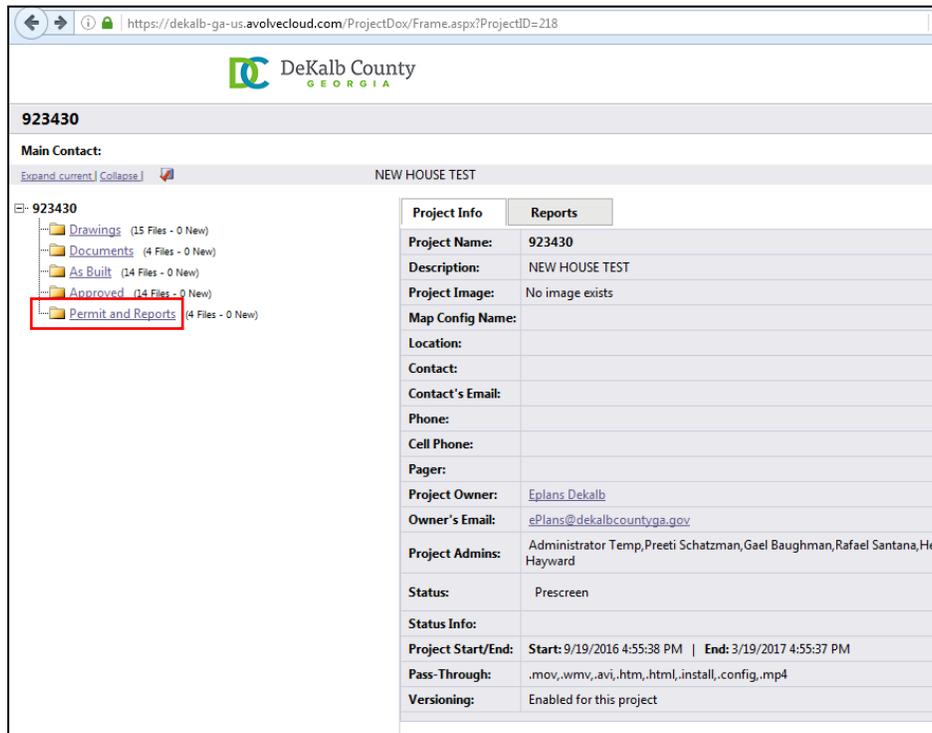
Project Name:	909694
Description:	TEST - D-NEW OFF
Project Image:	No image exists
Map Config Name:	
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	<a href="#">Rafael Santana</a>
Owner's Email:	<a href="mailto:rsantana@avolvesoftware.com">rsantana@avolvesoftware.com</a>
Project Admins:	Administrator Temp, Gael Baughman, Preeti Schatz, Weaver

# ePlans Building Permit Applicant Guide

## DeKalb Development Services

### b. Permit Card and Department Review Status Report

In addition to the approved plan set, you will also need to download and print the permit card and Department Review Status Report. These documents will be available for download in the Permit and Reports folder (highlighted below in red). To download files, follow the same process described above for downloading approved plans.



DeKalb County will print your permit and make it available for pickup on the second floor of the Clark Harrison Building at 330 West Ponce de Leon Avenue, Decatur, GA 30030 upon request. **If you elect to print your permit, you must print it on durable cardstock and protect it from weather damage.** If the permit is damaged or lost, it is the applicant's responsibility to return to the County and obtain all lost inspection signatures again.

#### *Note on Multifamily Projects for Building Permits*

For any apartment complex or townhome project involving multiple units, the applicant must come to DeKalb County to the second floor of the Clark Harrison Building at 330 West Ponce de Leon Avenue, Decatur, GA 30030 to pick up their permits.

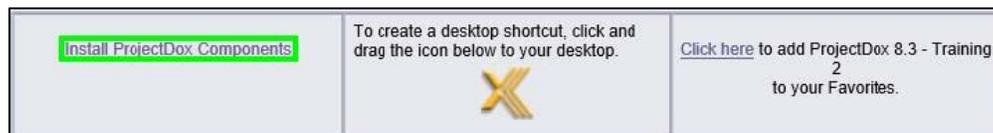
## **7. Building Permit Revisions**

If you need to revise approved drawings after a permit has been issued, you will need to visit Development Services on the second floor at 330 West Ponce de Leon Avenue, Decatur, GA 30033 and pay a \$50.00 revision fee. Make sure to let the Permit Tech know that you will be submitting your revision electronically. You will receive an email informing you that you have an Applicant Upload task to complete. Simply log in to ePlans, upload your revised sheet(s) and complete the Applicant Upload Task. The County will conduct a review following the same process described above for all ePlans submittals.

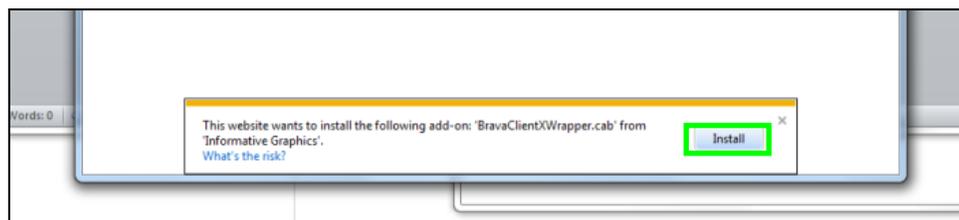
### Appendix: Technical Help for Internet Explorer Users

#### Installing ProjectDox Components

For ePlans to operate successfully, ActiveX controls need to be installed. The controls can be installed in two ways: through the link to an MSI file on the ePlans login page (highlighted in green below) or through a prompt seen after logging in.



When using the link on the homepage, accept the defaults to run the MSI and install the controls. The other installation option occurs after logging into the site. When attempting to view help information, or uploading, downloading or viewing files, a prompt will appear and suggest installing the ActiveX controls. This will be a yellow bar at the top of the screen or at the bottom of the screen (as shown below), depending on system version.



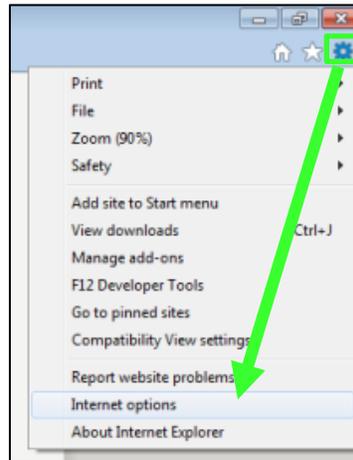
However, if your network requires administrative access to download the ActiveX controls, the MSI on the login page will not download and prompt may not appear. You will need to contact a network administrator to get access in order to download the ActiveX controls.

# ePlans Building Permit Applicant Guide

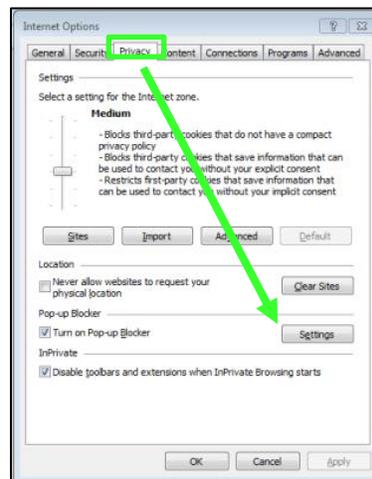
## DeKalb Development Services

### Disabling Popup Blocker

To disable your Internet Explorer popup blocker, select the Tools icon in the top right corner of your browser, and select “Internet options.”



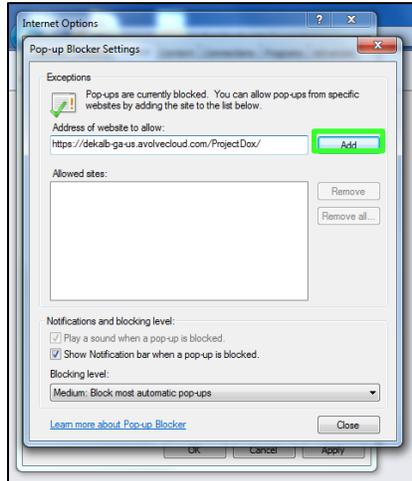
Next, select the “Privacy” tab at the top of the dialogue box. In the “Popup Blocker” section, click the “Settings” button.



# ePlans Building Permit Applicant Guide

## DeKalb Development Services

Add the ePlans URL in the field within the “Exceptions” area and click the “Add” button.

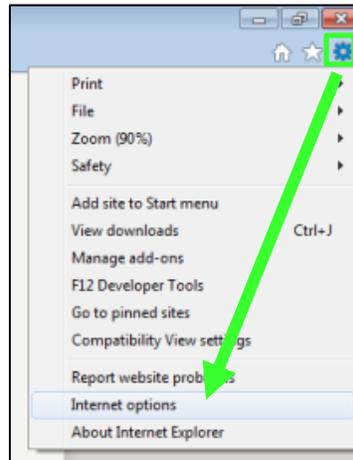


# ePlans Building Permit Applicant Guide

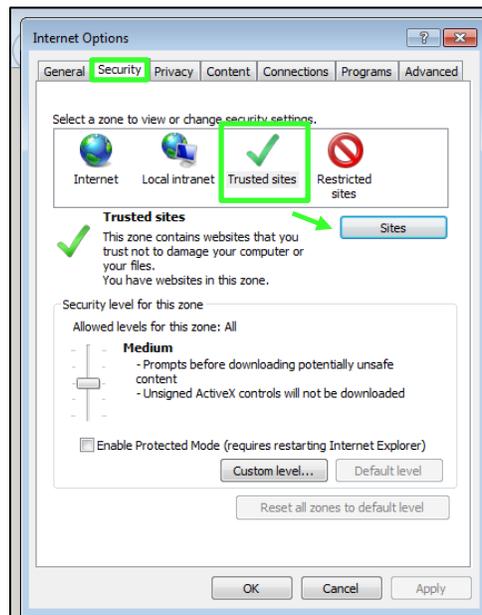
## DeKalb Development Services

### Adding ePlans as a Trusted Site

To add ePlans as a trusted site, select the Tools icon in the top right corner of your browser, and select “Internet options.”



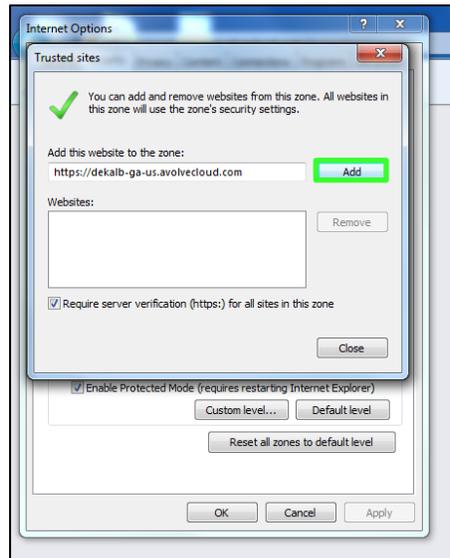
Next, select the “Security” tab at the top of the dialogue box. Click on “Trusted Sites” below the green check mark, then on the “Sites” button.



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Enter the ePlans URL in the field below “Add this website to the zone” and click on the “Add” button. Then, click on the “Close” button to close the window and on the “OK” button in the internet options window.



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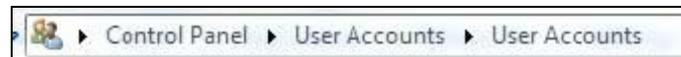
## DeKalb Development Services

### ***Disabling the UAC***

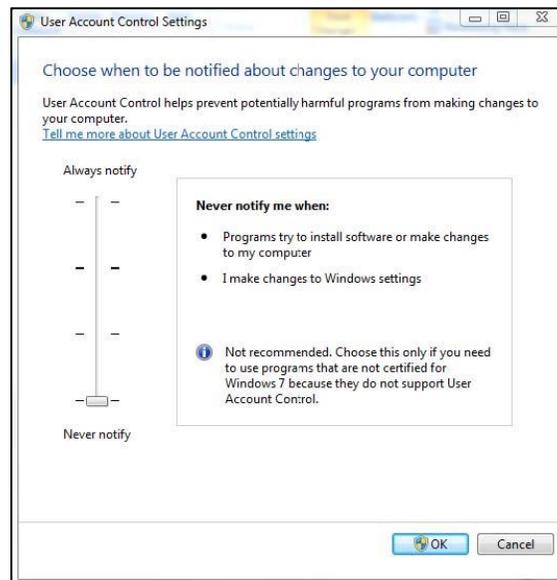
Disabling of the UAC control should be discussed with a network administrator prior to making system changes, if applicable. In all cases, after the installation is complete and each of the actions have been performed once (uploading files, viewing files, downloading files, and viewing help, as applicable) the UAC control can be returned to the former setting.

#### For Windows 7:

From the Control Panel, open “User Accounts.”



Click the “Change User Account Control Settings” link. Then, click and drag the slide control to “Never Notify.”



Click “OK” and restart the system. This must be done in order for the UAC changes to take effect. After successful installation and one time usage of the ProjectDox components, the system’s UAC control can be returned to the former setting. A reboot will be required for the change to take effect.

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### For Windows 8:

Select the “Windows” key on your keyboard.



When the menu appears, start typing “Change User Account Settings.” It will initiate a search. From the search results, select “Change User Account Control settings” (highlighted below).



Click and drag the slide control to “Never Notify.” Click “OK” and restart the system. This must be done in order for the UAC changes to take effect. After successful installation and one time usage of the ProjectDox components, the system’s UAC control can be returned to the former setting. A reboot will be required for the change to take effect.